


**Memorandum**

**To:** All 3-1 Mid-Level Supervisors  
**From:** Kathleen A. Ferdinand, T.T.L.   
**Date:** 1/20/05  
**Subj:** Consumers on Special Observation

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*This is to serve as a reminder that as part of your routine rounds, you should also be checking on any consumers that are on any type of special observation. This includes consumers on 1:1 observation, consumers on 15 minute checks, and consumers requiring special positioning etc. Your review of these consumers should also include a review of their log to ensure that the required documentation is being completed.*

*You should also initial the log and indicate the time of your entry.*

*cc: Jan Williamson, DDO  
Judy Beer, Q.A. ✓  
Gloria Hayes, RUS*